

**CLASS TITLE: MANAGER, MATERIALS AND QUALITY ASSURANCE
 (DOT)**

Class Code: 02969900

Pay Grade: 43A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to oversee and be responsible for the administration and operation of the Project Management divisional transportation engineering programs for Materials & Quality Assurance; to coordinate program activities with other functional units; to perform highly difficult and responsible administrative civil engineering work; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator, Division of Project Management with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences, productivity assessments and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of a subordinate professional, technical and support staff engaged in carrying out a materials and quality assurance divisional engineering program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation to oversee and be responsible for the administration and operation of the Project Management divisional transportation engineering programs for Materials & Quality Assurance.

To coordinate program activities with other functional units.

To perform highly difficult and responsible administrative civil engineering work.

To perform highly difficult and responsible administrative work of a professional civil engineering nature in directing all related engineering and technical activities within a materials and quality assurance divisional engineering program.

To review, discuss, approve or reject any specifications or changes in designs and specifications.

To administratively review and approve or reject requisitions and the work order of the divisional section.

To consult with supervisors on matters of policy, special projects and for matters affecting the state engineering program; as required providing professional advice on such matters.

To evaluate present projects as to their effectiveness and efficiency in attaining their objectives; to prepare future plans and budget allocations based on this evaluation.

To coordinate program planning and development with other governmental agencies, associates, the public, and with private organizations.

To make recommendations to the Administrator on program planning and implementation, on budget requirements, and on staffing needs.

To assist the Administrator in labor relations and personnel administration activities.

To maintain an effective public relations program which will provide an understanding of the department's policies and of the functions and objectives of the various activities and programs.

To participate in and attend regional and national transportation association seminars, conferences and technical subcommittee meetings, as required.

To review existing laws, proposed legislation, rules and regulations and to make recommendations to the Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to materials and quality assurance, highway design and planning, maintenance, public works, environmental protection and related design engineering problems and techniques peculiar to this state; a high-degree of skill and administrative ability in organizing, directing and coordinating a state highway engineering program; a thorough knowledge of transportation principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration and control of several engineering and operating sections; a thorough knowledge of the organizational structure and functions of public transportation; the ability to inspect complex engineering working plans and a fundamental knowledge of engineering computations, analyses and presentations; a thorough knowledge of federal and state laws relating to transportation administration, engineering and enforcement programs; a working knowledge of general and cost accounting procedures as well as government finance policies and procedures, a familiarity with planning and analytical techniques; the ability to evaluate the effectiveness of programs and to recommend changes to make them effective; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve them; the ability to develop and maintain effective working relationships with private, public, press and elected officials; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, support and other employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree with specialization in Civil or Environmental Engineering; and

Experience: Such as may have been through: extensive employment in a highly responsible administrative civil or environmental engineering capacity in transportation engineering, materials engineering, or construction and maintenance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Special Requirement: At the time of appointment, must possess a license as a Registered Professional Engineer issued by the Rhode Island State Board for Professional Engineers (PE)

and must maintain such certification as a condition of continued employment.

Class Revised: February 21, 2016

Editorial Review: March 15, 2003